



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Associate Governmental Program Analyst

Monthly Salary: \$4,400 - \$5,348

One - Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5393-XXX

Refer to Job ID# J09-001

Final Filing Date: July 29, 2009

General Statement of Duties:

The AGPA performs the most complex analytical staff assignments. The AGPA must be willing and able to take initiative and work independently to perform as a project lead. The AGPA may be assigned to a wide range of governmental problems that may be interdisciplinary in nature. The AGPA will be expected to analyze data and present (both verbally and written) ideas and information effectively.

As a member of the Rural Health, Subscriber Services and California Children Services Unit, the incumbent performs program evaluation and planning in the following areas: 1) Interface between the Healthy Families Program and the California Children's Services, 2) Member appeals, 3) Monitoring provider contract terminations, 4) Monitoring demonstration project contracts, and 5) preparing reports to the federal government.

Monitors demonstration project contracts, including analysis and tracking of project invoices, project expenditures, and project quarterly reports.

Liaisons with the Department of Health Care Services (DHCS) for the California Children's Program (CCS). Liaisons with the county CCS programs. Provides oversight of the Memorandum of Understandings between the counties and the HFP health, dental and vision plans. Collects and analyzes data and prepares annual report on CCS services provided to HFP members. Makes public and Board presentations regarding the annual CCS report. Initiates and provides leadership for semi-annual meetings between DHCS CCS program, county CCS programs and HFP staff.

Resolves complaints and appeals that are related to HFP benefits. Communicates with HFP subscribers and the health, dental and vision plans both orally and in writing regarding complaint and appeal resolution.

Tracks, analyzes and monitors health, dental or vision plan/provider contract termination issues, including interfacing with the Department of Managed Health Care.

Prepares annual reports to the federal government and the Legislature.

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position, such as SAS experience.)*

- Bilingual Skills are desirable.
- Experience in monitoring contracts
- Strong analytical and technical skills.
- Strong written and oral communication skills.
- Strong computer skills, including experience with MS Word, Excel, and spreadsheets.
- Strong organizational and time management skills.
- Ability to work on multiple projects and meet deadlines.
- Ability to work with a wide variety of people, including representatives of health plans and counties.
- Experience in policy analysis and/or program evaluation.
- Ability to coordinate the work of staff or others.
- An interest in improving health care access and quality in public programs.

OTHER EXPECTATIONS *(These are expectations for any employee in the department and division.)*

- Demonstrates commitment to performing duties in a service-oriented manner
- Demonstrates commitment to maintain a work environment free from discrimination and sexual harassment
- Maintains good work habits and adheres to all policies and procedures
- Demonstrates the ability to function as part of a team, work on multiple assignments and meet critical deadlines
- Acts as liaison with other state agencies, including Department of Health Care Services

Typical Working Conditions: Requires prolonged sitting and computer work, use of telephone and frequent contact with employees, stakeholders and plans.

Who May Apply:

Individuals at the Associate Governmental Program Analyst level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In Section 12 of the application enter **Job ID# J09-001 and Position # 443-300-5393-XXX and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: July 29, 2009.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.